



# CITY OF EAST ORANGE

## 2016 SUMMER YOUTH COLLEGE INTERN PROGRAM

Mayor's Office of Employment & Training  
90 Halsted Street, 2nd Floor  
East Orange, New Jersey 07018

Phone: (973) 677-8914 Fax: (973) 673-4529 Email: Youth-2000@eastorange-nj.gov

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### PURPOSE

The City of East Orange Summer College Internship Program is a unique opportunity available to East Orange's college students currently enrolled in colleges and universities. This paid internship allows the applicant to get hands on experience of local government, public and private sector careers. Our goal is to provide the students with the opportunity to explore career options in various businesses and industries. The practical experience a student gains at the worksite is expected to complement the theoretical knowledge he/she gains in a college classroom. The student is expected to both learn from and contribute to the employment opportunity.

### ELIGIBILITY

Applicants are eligible for the College Summer Internship Program if they meet all of the following criteria:

- Currently enrolled in a college, university, vocational-technical school, pursuing a bachelor's or master's degree
- Maintain a 2.5 grade point average
- Be able and willing to work at least 30- 40 hours/week, Monday-Friday, 8:30 A.M. through 4:30 P.M. **for six (6) weeks (July 5-August 12, 2016)**
- You must be **legally authorized** to work permanently in the U.S.
- You **must not** have any criminal legal action pending against you
- You must have a professional demeanor, excellent communication skills, and be reliable

### APPLICATION AND INTERVIEW PROCEDURES

An interested applicant must complete the College Summer Internship Program Application. Applications are available for pick up at the Mayor's Office of Employment and Training at 90 Halsted Street 2<sup>nd</sup> floor, East Orange, NJ 07018.

In addition to a completed application, applicants must submit:

- Current Transcript
- Resume
- Cover letter describing interest in pursuing an internship through the City of East Orange College Summer Internship Program
- Letter of Recommendation (Educational or Professional)

Applications are due no later than 4:30 pm on **Friday April 29, 2016**. Please submit in person, via mail (postmarked by the due date), or email to [youth-2000@eastorange-nj.gov](mailto:youth-2000@eastorange-nj.gov). Incomplete applications **will not** be considered. Potential applicants will be called in for an interview.

### PLACEMENT PROCEDURES AND ORIENTATION

Candidates will be notified of their acceptance at least two weeks prior to the start of employment. All interns must undergo a **MANDATORY** orientation to review the Policies and Procedures of the program prior to their first day of work.

*For More Information please contact the Mayor's Office of Employment and Training at (973) 677-8914.*